



# **Wettengel Elementary School**

# **COVID-19 SCHOOL RE-ENTRY PLAN**

Updated December 11, 2020

# Principal's Message

**Hafa Adai Team Binadu,**

Our lives have been greatly impacted since the onset of COVID-19 on March 16, 2020 with school closure, followed by quarantine.

With the Governor's Executive Order and the Department of Public Health and Social Services (DPHSS) guidelines (2020-27), we will adhere to minimum requirements to protect the health of our students, teachers, staff and assigned personnel at WES.

Current projections indicate that COVID-19 will continue to affect our island community well into the school year. It is important that we remain focus on our Mission in Preparing Students for Life, Promoting Excellence, and Providing Support for every student while prudently responding to the ongoing risks associated with the virus.

Our island along with the world are experiencing the same challenges in battling COVID-19. The Department of Education with the collaboration of the Board, Superintendent, Deputies, school administrators, Guam Federation of Teachers, teacher representatives, central office personnel, students and parents have met through a variety of ZOOM and Goggle Meetings to plan for the opening of the school year with the health and wellness of all stakeholders in mind.

The disruption of school closure had caused unprecedented concerns of students losing valuable classroom instruction; however, DOE had implemented plans for Distance Learning through PBS, Online Learning and Grab and Learn.

Many teachers were using a variety of tools and mediums to connect with students and parents, but reaching 100% of students was the biggest challenge. The months to follow will be beyond our traditional approach to teaching.

With that in mind, we will remain focus to our mission and do our best to ensure our students learn and achieve through the different Models of Learning – Online, Hard Copies, Face to Face.

As employees of WES, we will learn and adapt to new guidelines and procedures that are updated and shared by DPHSS, CDC, Governor's Executive Order or as prescribed by DOE Superintendent and Deputies.

Together, we will stand resilient in meeting the challenges, while keeping our health and wellness as priorities. ☺

Evangeline E. Iglesias  
Principal, WES

### **What is COVID-19?**

“A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.”

From website at:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics> May 27, 2020.

### **How do we prevent the spread of the virus?**

We use the guideline from the Centers of Disease Control for social distancing, disinfecting, and other protective measures.

### **What are changes in school policies in light of Centers of Disease Control (CDC) guidelines and the Governor’s Executive Order for social distancing?**

Masks/Face coverings are mandatory while on campus. We will be practice social/physical distancing by keeping 6 feet distance using markers along the hallways and 36 square feet markings in the classroom. Disinfecting daily will follow CDC guidance and protocol.

WES employees, contractual service employees, GDOE employees providing services and students will be allowed on campus and will be screened at point of entry.

Parent/Guardian meetings will be by appointment to address any concerns. Any Face to Face Conference meetings (IEP or CST) may be conducted in Room 19 to allow physical distancing, Online or teleconference as needed. The use of the Main Conference Room is allowable with one parent or student.

To minimize exposure to our students and teachers, we will not entertain visitors to the classrooms unless they are educational service providers.

WES will follow protocols in the event anyone who has been on campus is suspected of having the virus or is confirmed to be positive for the virus set forth by CDC and Department of Public Health and Social Services (DPHSS).

We will prepare students to do distance learning and to work independently during days they are not in school and in the event we experience another school closure.

## **Preparing for School Reentry**

1. Review information regarding COVID-19 from Wettengel's School Reentry Plan, CDC and DPHSS Guidelines, GDOE COVID-19 Employee Handbook and information videos.
2. Prepare physical environment for social/physical distancing. Marking-off offices, classrooms, and other common areas for 6 feet distance and traffic flow. Label each room and office with maximum number of people allowed that will ensure 6 feet distance.
3. Declutter as much as possible to maximize space.
4. Mark hallways with 6 feet markers outside classrooms and traffic flow.

## **School Arrival Procedures**

### **Employee Arrival:**

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear masks or face coverings prior to exiting their vehicles and entry into the school. Face masks will cover both mouth and nose. CDC social/physical distance guidance will be practiced while proceeding from their vehicles and throughout the campus grounds.
2. Employees must wash or sanitize hands prior to entering the campus.
3. All employees will enter the main office door and exit through the lounge.
4. Initial preliminary health screening questions will be asked. Daily temperature checks will be completed thereafter with guidance to report any change in their preliminary health screening questions upon entry in the main office.

### **Student Arrival:**

1. All buses and private vehicles will drop-off students at the front of the **main pavilion**. Car riders will remain in their vehicles until they reach the drop-off point in front of the main pavilion.
2. All students will wear masks or face coverings prior to exiting the buses, private vehicles or walking into school. Face masks will cover both mouth and nose.
3. Walkers will wait at the sidewalk marked-off for social/physical distancing and wait for directions to enter. Parents/guardians walking with their children will remain outside the gate wearing their masks or face coverings. During rainy days, walkers will be screened in front of room 18 prior to entering campus.
4. Upon arrival, students will have their temperatures checked upon exiting the bus or car and proceed to the cafeteria for breakfast or assigned arrival areas.

## **School Dismissal Procedures**

### **Student Dismissal:**

1. Grade levels/Room Numbers will be released simultaneously starting with Kinder followed by other grade levels to avoid overcrowded hallways. School staff will guide teachers and students as they proceed to the designated areas.
2. The exit gate will be opened at 2:30p.m. for student dismissal.

3. Each teacher will guide students to the car rider's area (main pavilion), walker's area (front of rooms 17 & 18), and bus dismissal area (cafeteria) following CDC social/physical distance guidelines.
4. Designated employees at the bus, car riders and walker areas will assist enforcing CDC or DPHSS social/physical distance guidelines.
5. **Parents/guardians picking up students will remain in their vehicles** at all times and follow the traffic flow towards the main pavilion. Students will be called by the staff when ride approaches the front pavilion. A placard will be distributed to parents once school registration forms with mode of transportation are completed.
6. Students walking home will be escorted towards the Walker's gate maintaining CDC social/physical distance guidelines. Staff escorting walkers will direct traffic for students' safe exit.
7. Students riding buses will be escorted to the cafeteria using the back entrance and identify their bus flag signs while maintaining 6 feet distance and wearing a mask. Designated staff will guide students through the front exit doors when buses arrive. Assigned staff will assist the bus drivers in monitoring bus capacity limits and siblings kept together in case of double trips.
8. Buses will enter through the front entrance gate for easier access to school. Front entrance gate will be closed and opened by staff when buses arrive.

**Employee Departure:**

1. Employees will leave campus through the exit gate.
2. Employees will not use the Walker's or Entrance gates while parents & buses are entering campus during dismissal. This will alleviate traffic flow of cars entering campus.
3. Employees will wash their hands using soap and water or use hand sanitizer prior to leaving campus.
4. Employees will promote a clean and healthy environment prior to leaving their classroom or workstation by sanitizing their work areas or personal equipment.

## Non-Instructional Time/Common Area Procedures

### **Rainy Day Schedule:**

#### **Morning / AM Recess**

Kinder – Rooms 2 & 3

1<sup>st</sup> – Rooms 16 & 17

2<sup>nd</sup> – Rooms 19 & 20

3<sup>rd</sup> – Cafeteria

4<sup>th</sup> – Cafeteria

5<sup>th</sup> – Rooms 35 & 36

*\*Staff will monitor student groups at the holding areas or in classrooms while enforcing CDC social/physical guidelines of 4-6 feet. All rooms must be sanitized after students leave assigned rooms.*

### **Breakfast Procedures:**

#### **A. Students will...**

1. wash hands with soap and water or use hand sanitizer prior to eating breakfast.
2. enter cafeteria through the front entrance way nearest to parking lot keeping 6 feet distance and following the traffic flow markers.
3. remove their masks/face coverings using mask removal procedure (from ear straps) prior to eating breakfast.
4. not talk while in the cafeteria to reduce transmission of virus-containing droplets when mask is off.
5. put their mask/face covering back on after eating and return their trays to the scullery following traffic flow markers and social/physical distance guidelines.
6. wash hands or use hand sanitizer prior to leaving cafeteria.
7. exit through cafeteria back door following flow markers and social/physical distance guidelines.

### **Lunch Procedures:**

#### **A. Students will...**

1. wash their hands with soap and water or use hand sanitizer prior to eating lunch.
2. enter through the back door of the cafeteria keeping a minimum of 6 feet distance and following the traffic flow markers.
3. remove their masks/face coverings using mask removal procedure (from ear straps) prior to eating lunch.
4. not talk while in the cafeteria to reduce transmission of virus-containing droplets when mask is off.
5. put their mask/face covering back on after eating and return their trays to the scullery following traffic flow markers and social/physical distance guidelines.

#### **B. Employees...**

1. may eat in their classrooms or the faculty/staff lounge (3 people maximum seating occupancy facing same direction), while following the CDC social/physical distance guidelines.
2. will wash their hands prior to and entering the faculty/staff lounge or if in their classrooms before and after eating lunch.

3. will remove their masks/face coverings using mask removal procedures (from ear straps) prior to eating lunch or snacks.
4. will put their masks/face coverings back on after eating.
5. will keep proper distancing when others are heating up food in the microwave or removing food from refrigerator (follow markings on floor).
6. will clean and disinfect their eating area when done. Food items must be discarded in a lined trash container or sealed plastic bag.

**Lunch Recess:**

1. All staff will enforce safety protocols for social/physical distancing to the extent possible when outdoors.
2. Students are allowed to remove their masks/face covering while performing outdoor activities to avoid hypoxia - monitoring safe distance and avoiding physical contact as much as possible.
3. Students will use the restrooms during their assigned lunch recess to prevent congestion of students waiting to use the general restrooms at the end of recess.
4. Teachers will have their students wash their hands with soap and water upon entry into the classrooms utilizing classroom sinks if available or hand sanitizers. Classrooms without sinks (4<sup>th</sup> grade) may use general restrooms or hand sanitizers.

**Restroom:**

1. All users will adhere to CDC social/physical distance guidelines when entering the restrooms. Urinals/toilets/sinks will be marked for use or closure to ensure 6 feet distance is adhered to.
2. All users will wash their hands using soap and water following proper handwashing guidelines. Signage will be posted as a reminder near sinks.
3. All users will follow marked areas when entering or exiting restrooms and room capacity.
4. All users will follow restroom rules – Use, Wash, Go.

**Water Fountains:**

1. Water bottle stations will be located in the cafeteria and near F-Wing upon availability.
2. Until the availability of water bottle stations, assigned staff will be at designated water fountains – cafeteria, D-Wing & F-Wing to refill water bottles when school is in session. All other water fountains will be closed.
3. Additional water fountains may be identified by the school Principal and monitored by an employee.
4. Students and employees are recommended to bring their own water bottles from home.
5. All students, employees, and visitors are to refrain from drinking directly out of water fountains...water bottles are required to dispense from fountains or water bottle stations.

**Isolation Room:**

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the isolation room – ROOM 4 for further screening and monitoring by the school nurse.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.
3. Assigned staff will wear the proper PPEs when escorting students to isolation room.

4. Students will be escorted to the isolation room avoiding close proximity to other students or staff.
5. Parents/guardians will be screened prior to picking up students who exhibit signs of possible COVID-19.
6. Students from the isolation room will be escorted by assigned staff to the front office area and picked up by parents once signed out.
7. Employees who exhibit signs of COVID-19 will be released from duty for the rest of the day to self-monitor and contact their primary doctor or DPHSS for further evaluation.
8. All assigned staff who were in close contact with students or employees who displayed possible COVID-19 symptoms will follow CDC guidelines on removing Personal Protective Equipment (PPE) and Isolation Room is cleaned and sanitized after use.

**Library:**

1. Classes will be scheduled by school librarian.
2. All patrons will use hand sanitizer upon entering the library.
3. All patrons will follow CDC social/physical distance guidelines keeping 6 feet apart from others, follow the flow of traffic in the library, and library use rules.
4. All library equipment and materials shall be disinfected after each use by students or employees.

### **Classroom Procedures**

Each classroom will have the maximum number of people allowed inside based on their physical space. Each classroom will mark off 36 square feet of space for each student with traffic flow markings to ensure that CDC social/physical distance guidelines are followed.

Desks and common-seating spaces are to be arranged to ensure a minimum of 6 feet distance separation and facing the same direction (no groupings or face to face seating). If tables are used, students will be seated on one side of tables and spaced apart to reduce the transmission from virus containing droplets (e.g., talking, coughing, sneezing).

Students will remain in their homeroom classes throughout the day while teachers (Chamorro & other Program Faculty) move between classes. Student supplies and materials will be kept separated from each other and sharing of personal supplies will be prohibited. However, if classroom items are to be shared, they must be disinfected frequently.

At the beginning of the school year, students will be taught the CDC social/physical distancing procedures for keeping 6 feet distance, use of masks/face coverings, and hand washing procedures while in the classrooms, hallways, playgrounds, cafeteria, and other settings on and off campus. Students are encouraged to bring their personal hand sanitizer.

Teachers will need to allow ventilation of fresh air in the classrooms as much as possible, such as opening windows and doors. However, do not open windows or doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms). Take steps to minimize air from blowing from one person directly at another individual if fans or other mechanical ventilation systems are used.

## **Drills/Evacuation Procedures**

Employees will follow evacuation procedures as outlined in the School Emergency Response Plan. Teachers and staff will quickly and prudently escort students safely to the playground. During school evacuation drills, students and employees will practice safe distancing while wearing face masks at the playground. However, actual emergencies may require the use of face masks only as physical distancing may not be applicable in certain situations.

### **Faculty/Staff:**

1. All employees will wear their masks/face covering both nose and mouth while in their classrooms.
2. Face shields may be used in addition to a face mask, but it cannot be worn in lieu of a face mask.
3. Employees with underlying medical conditions, such as asthma and Chronic Obstructive Pulmonary Disease (COPD; who should not wear a cloth face coverings) may use a face shield as an alternative. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#not-wear>)
4. Employees will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, employees will use hand sanitizer.
5. Employees will follow CDC social/physical guidelines and ensure students are also following the guidelines.
6. Employees will monitor student movement in the classrooms and grant permission for students to leave desks when needed such as for restroom use, sharpen pencil, throwing trash, etc.

### **Students:**

1. All students will wear their masks/face covering while in their classrooms with periodic removal for a few minutes to avoid hypoxia under the supervision and direction of the teacher.
2. Special needs students who are unable to wear a face mask or shield may be seated with a protective shield around them in an identified area in the classroom and monitored by their 1:1 aide wearing personal protective equipment (PPE).
3. Students with underlying health conditions, asthma or Chronic Obstructive Pulmonary Disease (COPD; who should not wear a cloth face coverings) may use a face shield as an alternative. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#not-wear>)
4. Students will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, students will use hand sanitizers.
5. Students will follow CDC social/physical guidelines while in the classroom and follow markings for flow of traffic.
6. Students will not move furniture from their designated locations and will stay at their assigned desks. Students will get the teacher's permission to leave their desks at all times.

## Student Office Visits

### **Nurse Office:**

- A. Scheduled Visits
  - 1. Students who are scheduled for medicine or treatment.
  
- B. Unscheduled Visits (emergency level)
  - 1. Students whose injury or illness that will require nurse attention.
    - a. Head injury or other major injury such as swelling
    - b. Vomiting or diarrhea
    - c. Profuse bleeding
    - d. Student passed out
  - 2. The teacher or staff will inform the nurse office to expect the student and nature of the injury/emergency. A staff will be contacted to escort the student. Do not use a peer helper with the student.
  - 3. Non-Emergency injuries requiring soap and water, band aides, may be handled at the classroom.
  
- C. Students, Employees or Others Exhibiting COVID-like Symptoms
  - a. Those identified will be screened by the nurse and protocols followed as outlined by DOE's COVID-19 Response Employee Handbook, DPHSS and CDC Guidelines.
  - b. Students or employees will be sent home or escorted to the Isolation Room (Room 4) for monitoring using PPE and physical distancing from others.
  - c. All areas where students or employees were known to have been or items they had touched will be cleaned and disinfected.
  - d. Suspected COVID-19 will follow the **GDOE SUSPECTED COVID-19 FLOWCHART, JUNE 2020, pg. 38.**
  - e. Those with suspected COVID-19 symptoms will require a healthcare provider clearance note to return to school.

### **Main Office:**

- 1. Teachers will refrain from sending students to the office for non-emergency reasons.
- 2. Teachers will be contacted by office personnel if parents/guardians are ready to pick up students for appointments or early dismissal. Do not send students to wait in the main office.
- 3. Teachers will contact the office to inform of who is being sent down and what the nature of the emergency for coordination of services.
- 4. Nurse or office personnel will contact the teacher if a student is being sent back to class or being sent home.

### **Counseling Office:**

- A. Scheduled Visits
  - 1. The counselor will inform the teacher ahead of time when to send a student for a scheduled counseling visit.
  - 2. The teacher will inform the counselor when the student is released for student monitoring.

3. The counselor will contact the teacher when student is returning back to class.

#### B. Unscheduled Visits

1. When a student is in need of emergency counseling services, the teacher will contact the counselor so she can ensure services are available.
2. Teacher will send one student at a time to ensure social distancing in the hallway.
3. The counselor will contact the teacher when student is returning back to class.
4. Planned services with the counselor will follow CDC guidelines with the maximum amount of students in her office area.

### **Visitor Procedures**

The school will minimize visitors on campus for the health and safety of students and employees. A visitor is defined as any individual who is a non-employee assigned to Wettengel Elementary School on a daily basis and any unregistered student.

1. The school will be open to visitors from 7:15 a.m. to 3:00 p.m. during normal operating hours.
2. All visitors are required to wear a mask/face covering prior to exiting their vehicle and upon entry to the campus.
3. All visitors will wash their hands at the washing station located near the main office or use a hand sanitizer upon arrival on campus and report to the main office to sign-in (personal pens are encouraged to be used).
4. Only one visitor at a time in the main office lobby area. Parents/guardians will stand outside the front office window and follow the floor markers for social/physical distancing and wait until the visitor being serviced exits.
5. All visitors will be asked health screening questions upon entry and a temperature screening will be conducted and recorded.
6. All visitors will follow all posted CDC social/physical guidelines throughout campus. Markers are placed on the walkways to indicate the 6 feet distance requirement.
7. No visitors will enter classroom areas and walkways and cafeteria unless they are a GDOE employee providing service to the school, contractual employees for repairs or cleaning, other educational service providers or other authorized visitors.
8. All school services will be conducted in the main office, such as student sign-out during the day, attendance verification requests, registrations, withdrawals, etc.
9. Students being picked up between 8:30 a.m. to 2:15 p.m. will be released to the parents/guardians or identified individuals on the student emergency card in the main office. Students will be released from class upon arrival of parent/guardian to prevent students waiting in the main office. Only one authorized adult will need to sign-out the student to prevent overcrowding in the main office.
10. Meetings with the Principal or a teacher will be by appointments only. Emergencies that require entry beyond the main office will be handled case by case.
11. IEP & Child Study Meetings may be conducted via ZOOM, Goggle or teleconference. Face to face meetings planned will need to ensure CDC guidelines are followed to ensure

the safety of all participants. All face to face meetings may be rescheduled at a moment's notice.

## **Isolation Room – Room 4**

To help control the spread of COVID-19 and protect the health and safety of others, Room 4 has been identified as the Isolation Room.

Employees or students who exhibit signs of possible COVID-like symptoms (e.g., coughing, fever, shortness of breath, etc.) will be immediately sent home or placed in the Isolation Room following guidelines as described in DOE's COVID-19 Response Employee Handbook, DPHSS and CDC for the health and safety of all students and employees.

## **Prevention Procedures**

From Centers of Disease Control website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html> on June 11, 2020.

The Novel Coronavirus 2019 or COVID-19 virus is thought to be spread from person to person, between people who are in close contact with one another and through respiratory droplets when a person coughs, sneezes, or talks. The following are procedures to prevent the spread.

### **Hand Hygiene:**

1. Wash your hands often with soap and water. If soap and water is not available, use a **hand sanitizer that contains at least 60% alcohol.**
  - a. Hand washing procedure:
    - i. **Wet** your hands with clean, running water, turn off the tap and apply soap.
    - ii. **Lather** your hands by rubbing them together with the soap. Lather the back of your hands, between your fingers, and under your nails.
    - iii. **Scrub** your hands for at least 20 seconds. To help with timing, sing the ABCs song (1x) or the Happy Birthday song (2x).
    - iv. **Rinse** your hands well under clean, running water.
    - v. **Dry** your hands using a single use paper towel. After drying your hands use the paper towel to turn off the faucet and discard in a receptacle.
  - b. Key times to wash hands:
    - i. **Before, during, and after** preparing food.
    - ii. **Before and after** eating food.
    - iii. **Before and after** caring for someone who is sick especially with vomiting or diarrhea.
    - iv. **Before and after** treating a cut or wound.
    - v. **After** using the toilet/urinal.
    - vi. **After** changing diapers or cleaning up a young child who has used the toilet.
    - vii. **After** blowing your nose, coughing, or sneezing.
    - viii. **After** touching an animal, animal feed, or animal waste.
    - ix. **After** handling pet food or pet treats.

- x. **After** touching garbage.
  - c. Hand sanitizer procedure:
    - i. Apply the gel product to palm of one hand (read the label for correct amount to use).
    - ii. Rub your hands together.
    - iii. Rub the gel all over all the surfaces of your hands and fingers until your hands are dry. This should take about 20 seconds.
2. Avoid touching your eyes, nose, and mouth with unwashed hands.

**Social/Physical Distance:**

- 1. Avoid close contact with people who are sick, even those in your home. Maintain at least 6 feet distance.
- 2. Put at least 6 feet distance between yourself and other people outside your home when in public.
  - a. Some people may not display symptoms, but may have the virus.
  - b. Do not gather in groups.
  - c. Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).

**Masks/Face Coverings:**

- 1. Wear cloth face coverings or recommended disposable masks in public settings in addition to keeping 6 feet distance.
- 2. Masks/face covering procedures
  - a. Wash your hands before putting on your face covering.
  - b. Put it over nose and mouth and secure it under your chin.
  - c. Try to fit it snugly against the sides of your face.
  - d. Make sure you can breathe easily.
- 3. Washing masks/cloth face coverings
  - a. Wash after each use.
  - b. Machine Washing
    - i. You can include your face covering with your regular laundry.
    - ii. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering.
    - iii. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.
  - c. Hand Washing
    - i. Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water. Check to ensure if the bleach is intended for disinfection and that it is not passed expiration date. Never mix household bleach with ammonia or any other cleanser.
    - ii. Soak the face covering in the bleach solution for 5 minutes.
    - iii. Rinse thoroughly with cool or room temperature water.

- iv. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.

**Cover coughs and sneezes:**

1. If you are in a private setting and do not have your mask/cloth face covering, remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
2. Throw tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds (see hand washing procedure). If soap and water is not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

**Clean and Disinfect:**

1. Clean AND Disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
3. Then use, a household disinfectant. Use EPA-registered household disinfectant and follow recommended procedures.

**Monitor your Health:**

1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
2. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising, after drinking warm liquids, or after taking medications that could lower your temperature.
3. Stay home and/or seek medical attention when sick.

**Other guidance and protocols will follow the GDOE COVID-19 Response Handbook that will apply district-wide to include protocols in the event a student or employee has tested positive for the virus.**

## COMMUNICATION

As we experience the COVID-19 pandemic crisis that has changed our lives and how we live and communicate with each other, it is important that we continue to be social without the physical aspects of close contact.

We will continue to keep some normality through our school-home connection with our parents and students, as well as each other, via phone calls, emails, ZOOM or Goggle Meetings, texts, or WhatsApp. Below you will find a list of communication tools that will help you connect with parents, students and others.

<b>Communication Tool</b>	<b>Purpose</b>	<b>How to access the tool</b>
Wettengel E.S. Phone	For emergencies or communication needing immediate attention.	632-7770
Wettengel E.S. website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	wettengelementaryschool.weebly.com
Community Health and Nursing Services Administrator (CHNSA)	Responsible for overseeing the school health nurses & school handling of COVID-19	300-1637 <a href="mailto:jcquinene@gdoe.net">jcquinene@gdoe.net</a>
Department of Public Health and Social Services	Latest information on COVID-19	dphss.guam.gov guamrecovery.com
Joint Information Center	Inquiries on COVID-19	Call 311 or 671 478-0208/09/10
Guam Department of Education website	To provide district wide information affecting all schools.	<a href="http://www.gdoe.net">www.gdoe.net</a>
Student Planners	For parent and teacher communication regarding child's progress, needs, and announcements	Provided by the school
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	<a href="mailto:wettengel@gdoe.net">wettengel@gdoe.net</a>
Class Dojo	School/classroom communication app	Teachers will add parents to their class lists. Must have data on phone to download app.
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.